



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **PM-3**

February 3, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**CENTINELA AREA PROBATION OFFICE REPLACEMENT PROJECT
ESTABLISH CAPITAL PROJECT 69272
AWARD DESIGN SERVICES AGREEMENT
SPECS. 6657; C.P. 69272
SUPERVISORIAL DISTRICT 2
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Authorize and establish Capital Project 69272 for design and construction of the Centinela Area Probation Office Replacement project.
2. Award and authorize the Acting Director of Public Works to execute an agreement with Ted Tokio Tanaka, Architects, to provide basic architect/engineer services for the Centinela Area Probation Office Replacement project for a not to exceed fee of \$704,000 funded by net County cost and establish the effective date following Board approval.
3. Approve the total preliminary project budget of \$12,924,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended architect/engineer services agreement with Ted Tokio Tanaka, Architects, will provide basic design services for the Probation Department's Centinela Area Office replacement facility. We will return to your Board for approval to authorize construction administration services when we recommend your Board to adopt plans and specifications.

Currently, the site has a 40-year-old building occupied by the Probation Department and the Department of Public Social Services. The existing building is in extremely poor condition and the building's structural system, as reported in an independent study from the County's consultant, Black and Veatch Corporation, requires extensive retrofit work to comply with the County's retrofit ordinance for pre-1976 concrete tilt-up buildings. Therefore, the building will be demolished following construction of the new Probation building. On June 10, 2003, your Board approved a 30-year design-build lease agreement for the Department of Public Social Services at 120th and Western in Los Angeles. The staff from DPSS will be relocated to this facility by the end of the year. The Centinela Area Probation Office will be relocated to a new building adjacent to a proposed Athens Sheriff's Station on the existing 14-acre site upon completion of construction.

The new Probation building will provide 30,000 square feet of useable office space for staff of 152. The building is intended to contain offices for administration, support staff, and Probation Officers. It will also provide areas for interviewing, narcotic testing, education, and video conferencing. The parking lot will accommodate 152 staff parking spaces and an additional 30 spaces for visitors.

The Probation Officers operating out of this new office will conduct the same programs currently offered in the existing facility, including juvenile investigation and supervision, Juvenile Court services, school based supervision, adult supervision, community based supervision, supervision intake team, regional placement unit intensive gang supervision, Making it Through Unit, narcotic testing, community detention program, and camp-community transition.

In order to expedite the project delivery, the project will be designed and constructed in two phases. The first phase is design and construction of core and shell of the building. The second phase will be the tenant improvements.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goal of Organizational Effectiveness as these actions will enhance operations to provide better service to the community.

FISCAL IMPACT/FINANCING

On September 28, 2004, during the Supplemental Budget Resolution, your Board approved C.P. 69272 for the Centinela Office Replacement project, including partial funding. In the interim, the Probation Department prepared a preliminary needs assessment that identified the staffing and space requirements for the new building.

The recommended agreement is for a not to exceed fee of \$704,000. Sufficient funds are available in the 2004-05 Capital Projects Budget, C.P. 69272, for award of the recommended agreement.

The total estimated cost of the project, including construction and consultant and County services, is projected at \$12,924,000. The remaining funding requirement will be addressed in the 2005-06 Capital Projects/Refurbishments Proposed Budget.

The Preliminary Project Schedule and Budget Summary are included in the Enclosure. We will return to your Board with a final project schedule and budget recommendations when we request authorization to adopt plans and specifications.

Operational Financing

The project scope is a new replacement facility for existing staff and; therefore, the ongoing operational costs remain unchanged.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for award of this agreement, Ted Tokio Tanaka, Architects, is willing to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135, the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under Federal income tax laws.

Ted Tokio Tanaka, Architects, is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

ENVIRONMENTAL DOCUMENTATION

Awarding this agreement will have no environmental impact. The appropriate environmental documentation will be completed prior to returning to your Board to request authorization to construct the project.

CONTRACTING PROCESS

On August 24, 2004, the Architectural Evaluation Board recommended 14 firms to be considered for performing the professional services for this project. On October 18, 2004, technical proposals for services were requested from these firms. Seven firms submitted proposals for evaluation. The proposals were evaluated by a panel of members from the Chief Administrative Office and Public Works based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of work requirements. These evaluations were completed without regard to race, creed, color, or gender. Based on the review and evaluation of the proposals, Ted Tokio Tanaka, Architects, was found to be the firm best qualified to perform these services.

The list of firms that received Requests for Proposal was promulgated by the AEB. This process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design services. In addition, as requested by your Board on February 3, 1998, the RFP was posted on the "Doing Business with Us" website on October 7, 2004, for subcontracting opportunities.

Ted Tokio Tanaka, Architects, has agreed to provide the services for a total not to exceed fee of \$704,000. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

Ted Tokio Tanaka, Architects', Community Business Enterprises participation data and three-year contracting history with the County are on file with Public Works.

The State Labor Code requires contractors to pay prevailing wage rates to all persons employed on Public Works contracts.

The Honorable Board of Supervisors
February 3, 2005
Page 5

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended services.

CONCLUSION

Please return one adopted copy of this letter to the CAO (Capital Projects Division) and Public Works.

Respectfully submitted,

DONALD L. WOLFE
Acting Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

SD:ma

U:\sheriff\Centinella Office Rep\Board letters\Rev.award agreement010705.doc

Enc.

cc: Auditor-Controller
County Counsel
Probation Department
Office of Affirmative Action Compliance
Department of Public Social Services (GAIN/GROW Program)

February 3, 2005

ENCLOSURE

**CENTINELA AREA PROBATION OFFICE REPLACEMENT PROJECT
AWARD DESIGN SERVICES AGREEMENT
SPECS. 6657 C.P. 69272**

I. PRELIMINARY PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Project Needs Assessment	01/10/05*
Core and Shell Design	
Contract Execution	02/22/05
Project Program	03/21/05
Construction Document Submittal	10/24/05
Jurisdictional Approval	11/28/05
Construction Bid and Award	03/20/06
Construction	
Substantial Completion	01/24/07
Acceptance	02/07/07
Tenant Improvement Design	
Construction Document – Submittal	04/17/06
Jurisdiction Approval	06/26/06
Construction Bid and Award	10/16/06
Construction	
Substantial Completion	07/16/07
Acceptance	08/14/07

* Indicates completed activity

II. PRELIMINARY PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Construction	
a) Construction	\$ 7,681,000
b) Change Orders	<u>\$ 768,000</u>
Subtotal	\$ 8,449,000
Equipment	\$ 350,000
Plans and Specifications	\$ 855,000
Consultant Services	\$ 220,000
Miscellaneous Expenditures	
a) Furniture	\$ 935,000
b) Utility Fee	\$ 250,000
c) Printing/Legal	<u>\$ 50,000</u>
Subtotal	\$ 1,235,000
Jurisdictional Reviews and Plan Check	\$ 80,000
County Services	\$ 1,735,000
TOTAL	\$12,924,000